

- Navigate to the site where the subsite will be created
- Click View All Site Content
- 3. Click Create
- 4. Click Sites and Workspaces
- 5. Enter Title and Description
- **6. Enter** *URL* for your site
- 7. Select Permissions for your site
- 8. Select Navigation Inheritance
- 9. Determine Site Categories
- 10. Click Create





## **Navigating a Site**

- Navigating to your site
  - From home page, Click Units Tab
  - Click View All Site Content
  - Expand Main Site
  - Click on Subsite to Navigate to
  - Recommend book marking your sites
- View All Site Content
  - This allows you to navigate to the various components of your site



# **Navigating to a Unit Site**

1. Navigate to https://author.marines.mil





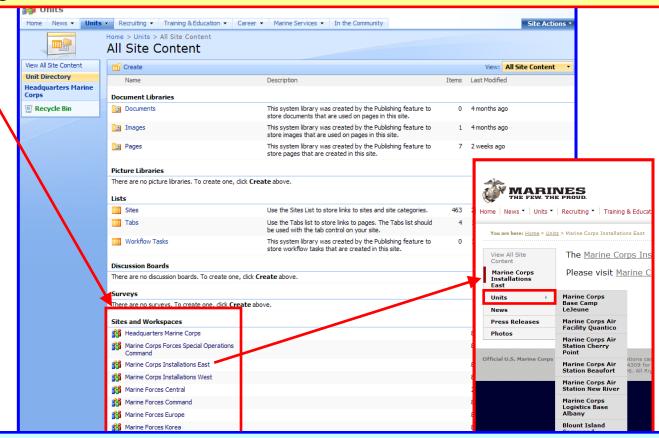
# **Navigating to a Unit Site**

**4.** You can navigate to a Unit down two paths: View All Site Content or Unit Directory gessner.ctr ▼ / My Links ▼ | / Site Actions ▽ 🔞 THE FEW, THE PROUD. Units ▼ Recruiting ▼ Training & Education ▼ Career ▼ Marine Services ▼ In the Community Advanced > Units Create Site | Add Link to Site View All Site Unit Directory Content Location **Alphabetically** Unit Type **Unit Directory**  Artillerv Afghanistan A-G Headquarters Aviation Africa H-N Marine Corps · Bases and Stations Arizona O-T Detachments California U-Z Divisions District of Columbia • 0-9 Expeditionary Units Europe · Headquarters Agency Florida Infantry Units Georgia · Marine Logistics Group Hawaii Marine Forces • Iraq · Recruiting Districts Japan Reserves Kentucky Training/Schools Korea Other Elements Louisiana Maryland Missouri Nebraska New York • North Carolina Oklahoma Rhode Island South Carolina Texas Virginia Washington



#### **Navigating to a Unit Site: View All Site Content**

**4a.** If you clicked, View All Site Content, **Click** the top level site the unit you are looking for is under

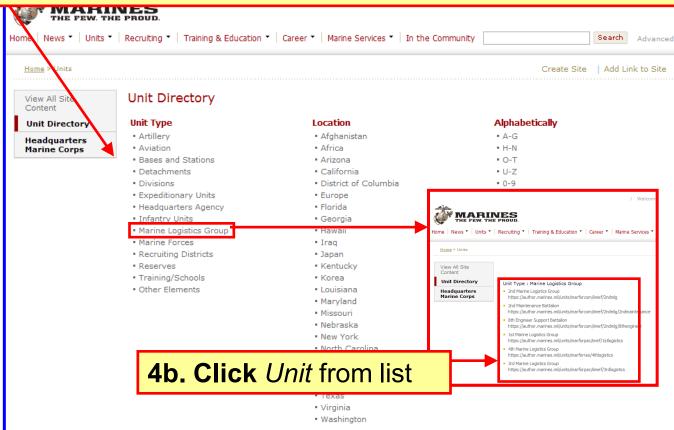


**NOTE**: This might take several levels of clicking down to get to the unit you want. Once there, Use your browser bookmark or favorites to get you there directly in the future



### **Navigating to a Unit Site: Unit Directory**

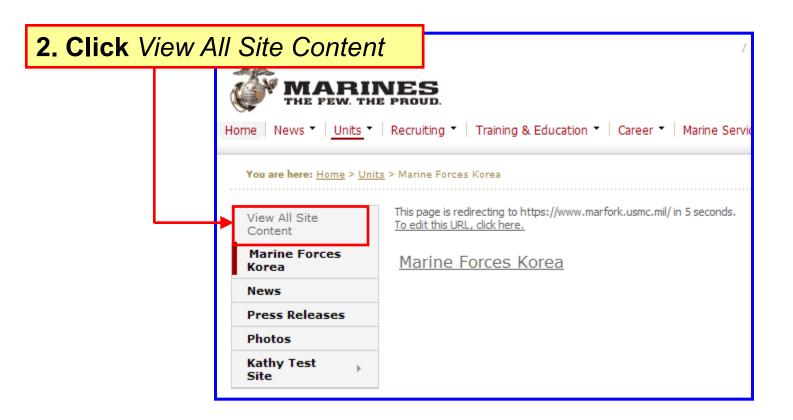
**4b.** If you clicked, Unit Directory, **Click** the *Unit Type, Location, or Alphabetically.* 



**NOTE**: Once there, Use your browser bookmark or favorites to get you there directly in the future

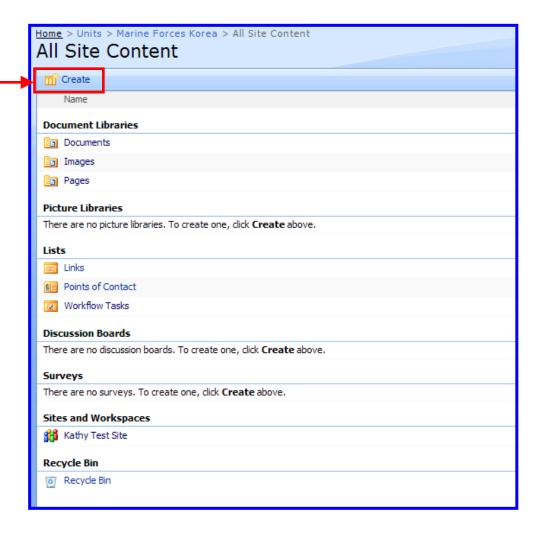


1. Navigate to Site where subsite will be created



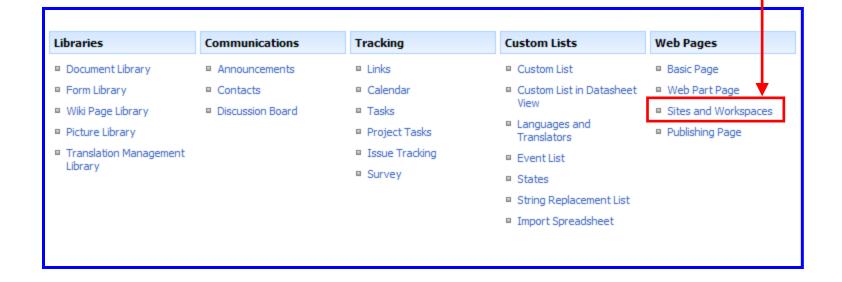


3. Click Create





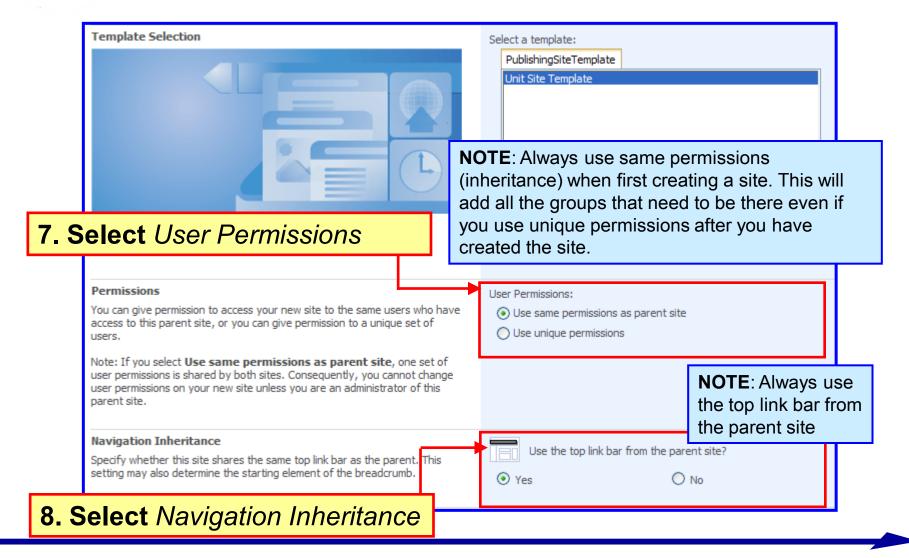
#### 4. Click Sites and Workspaces











#### **UNCLASSIFIED**



# **Creating a Site**

9. Determine Site Categories

